

Unitarian Church of Edmonton
Board Meeting Minutes - Nov 17, 2021

Present: President Mike Keast, Vice-President Brandie Moller-Reid, Past President Karen Bilida, Secretary Gloria Krenbrenk, Treasurer Andrew Mills, Rev. Rosemary Morrison, Trustees Jennifer Askey, Marilyn Gaa, Susan Ruttan and David Hagel.

Regrets: N/A

Visitors: Audrey Brooks. Sylvia Krogh

Call to Order: 7:17 p.m. Meeting conducted via Zoom

Opening Words: Rev. Rosemary Morrison

Approval of Minutes: Email motion by Gloria Krenbrenk on October 23, 2021, that the minutes of the October 20, 2021, UCE Board meeting be approved. Seconded by Susan Ruttan with YES votes from Brandie Moller-Reid, Andrew Mills, David Hagel, Karen Bilida and Marilyn Gaa. **CARRIED**

Approval of Agenda: Moved by Susan Ruttan, seconded by Karen Bilida, that the Agenda be approved. **CARRIED**

NEW BUSINESS

West Trust Application

West Trust Foundation provides funding to congregations to promote Unitarianism. UCE submitted an application for funding for the new audio-visual system. No response received as yet.

Insurance re: Slip and Fall

Last winter an Open Doors Learning client fell on ice on the parking pad in front of the former FOH Pro warehouse. UCE received a letter from his lawyer which has been referred to our insurance company. Insurance will deal with the matter.

Moving Payroll to Tindill & Company

Tindill & Company is presently spending an hour a month on payroll and then passing it to Ceridian for payment. We are currently paying Ceridian \$40/month or approximately \$500 per year. See attached quote from Tindill & Co. for taking over all payroll work.

Moved by Andrew Mills, seconded by Susan Ruttan, that UCE move payroll services to Tindill & Company starting January 1, 2022. CARRIED

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Members Information Book in Foyer

Sylvia Krogh inquired about the book that had been in the foyer where anyone can write a note about themselves or others for the information of all, e.g., health issues, hospitalization, etc. Janet has the book. The book will be stored in Rev. Rosemary's office and returned to the foyer for services.

Board Member Name Tags

Karen Bilida suggested that Janet be asked to produce name tags for board members, including names, position and pronouns.

REPORTS

Finance – Attached

Minister – Attached

Rental Committee

Mike Keast, Rev. Rosemary and Karen Bilida will investigate possibilities for improved signage.

Tindill and Company is asking what is to be done with the outstanding payable owing to FOH Pro. Mike Keast advised that we are awaiting receipt of one last piece of equipment which is presently on a container ship somewhere. Once that is received, FOH Pro will provide an invoice.

Susan Ruttan advised that the Open Doors Learning lease for the new space presently under renovation is in the works and should be finalized shortly, with the lease to commence on December 1, 2021.

Casual rentals are beginning to return.

Building and Grounds – Mike Keast

The renovation to the former FOH Pro new Open Doors Learning space is nearing completion.

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Marilyn Gaa inquired as to the total cost of renovations as opposed to the income we anticipate. Andrew Mills will provide a summary of costs and revenue for the January board meeting.

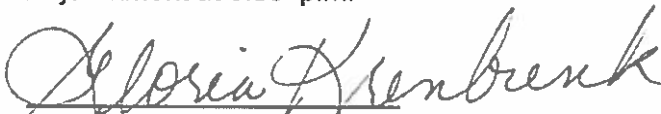
An enthusiastic volunteer has come forward willing to spearhead a Food Bank Depot. Once Open Doors Learning has moved into their new space and out of Keeler Hall, we will consider hosting a Food Bank Depot once again.

New Members / Resignations: Rev. Rosemary advised that she contacted the individual whose application was brought forward at the last meeting, and they agreed that UCE is not a good fit. The application is withdrawn.

Closing Words: Rev. Rosemary Morrison

Next Meeting: Wednesday, Dec 15, 2021 via Zoom at 7:15 p.m.
Opening and closing words to be provided by Rev. Rosemary Morrison.

Adjournment at 8:36 p.m.


Gloria Krenbrenk, Secretary

Treasurer's Report for the Month of October 2021

Review of financials

- Please refer to the graphs on page 2 of this document
 - Note that \$100,000 has moved from reserves to chequing
 - Income still on budget (except casual rentals)
 - Income tracking is good for leases and ID contributions; casual rentals just starting up
 - Trendline for the Leases vs. Utilities and Taxes is very good
 - Trendline for the External and Janitorial vs. Casino; janitors did not invoice in Oct
 - Payroll and Office expenses on budget
 - Overall summary:
 - External and programs a bit over budget
 - Office, building, and payroll are all under budget
 - Income is a bit below budget

Finance Committee Meeting was held on November 9th

- **Reports**
 - Tellers; starting search for new head teller
 - Online; asking if Janet can help with data entry
 - Endowment; First meeting held on Nov 15th
 - GIT; Revenue Policy Draft Presented
 - Will present policy to board at Dec mtg
 - Canvass; 2022 theme will be "Renewable Energy!"
- **Ongoing business**
 - First investment of \$100,000 set up with Servus on 12 Nov
 - Church Insurance to remain with existing broker and carrier this year
 - Payroll
 - Quote from Tindill and Co to do payroll
 - Continue the current 1 hour per month to prepare payroll
 - \$150/year for tax preparation
 - One-time set up fee of \$150
 - Replaces ~\$40/month for Ceridian (about \$500/year)
 - Motion: that UCE move payroll services to Tindill and Co starting January 1st 2022.
- **Summary**
 - UCE is in good financial shape. Identified donations remain steady and close to budget with casual rentals recovering. We have good cash reserves and have begun investing to protect these reserves against erosion due to inflation.

Treasurer's Summary Report

November 11, 2021

For the month of **Oct 2021/2022**

Bank Balances

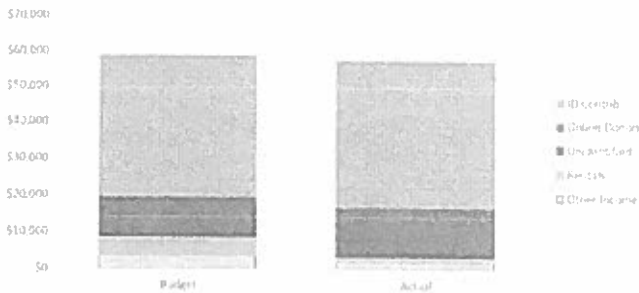
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Chequing	\$67,927	\$70,262	\$56,075	\$157,537								
Casino	\$70,989	\$70,989	\$70,989	\$70,989								
Restricted	\$49,518	\$49,518	\$49,562	\$49,574								
Reserves	\$139,637	\$139,637	\$139,917	\$39,682								

Payables

\$4,521	\$7,760	\$2,163	\$6,467
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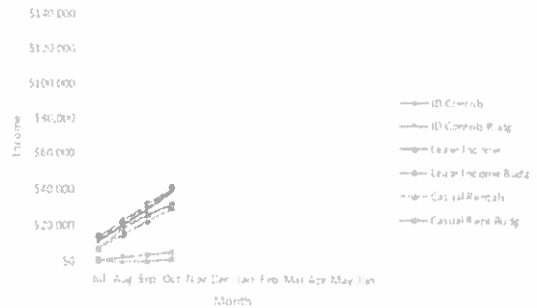
Income

Income Summary YTD
Excluding Leases and Casino
October 2021



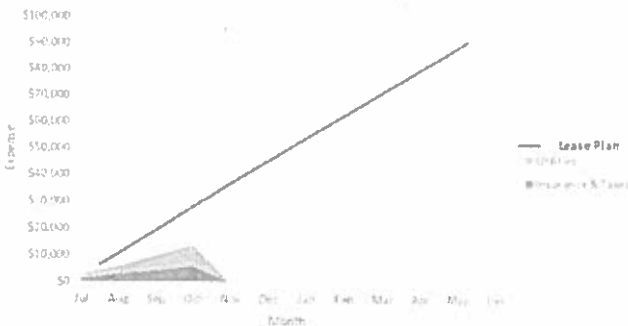
Income Tracking

Income Tracking
(O Contributions, Leases, & Rentals)



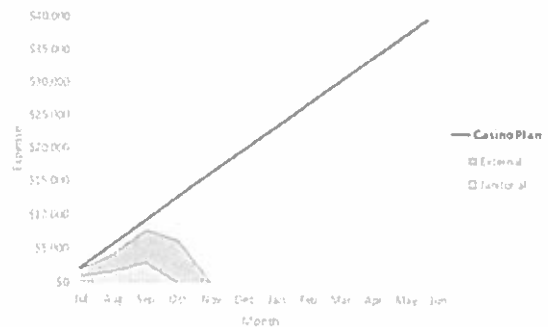
Leases vs Utilities and Taxes

Leases vs Utilities, Insurance, & Taxes



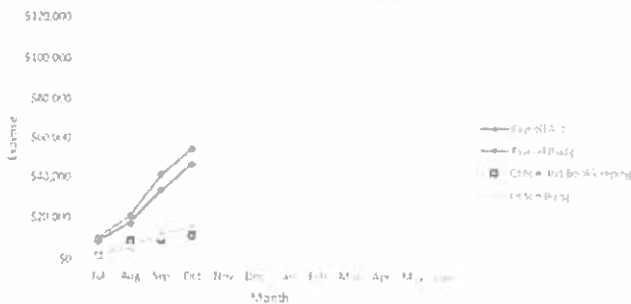
Casino vs External and Janitorial

Casino vs Janitorial and External Relations



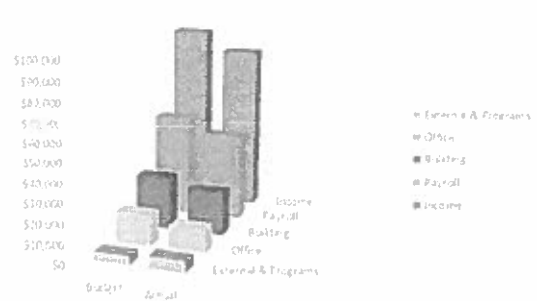
Payroll

Payroll and Office Expenses
(including Bookkeeping)



Summary of Income vs Expenses

Income and Expenses YTD
October 2021



From: Rosemary Tindill <rtindill@tindillpro.com>
Sent: Tuesday, November 2, 2021 9:53 AM
To: Andrew Mills
Subject: RE: Quote for UCE Payroll

Hi Andrew,

In response for your request for RMTPC to do the UCE payroll, we currently budget and bill 1 hour per month for the payroll. I do not anticipate that this will change once we do the payroll in house and pay employees and source deductions through TelPay. I do anticipate that there will be one time set up fee of \$150 (plus GST) to set up the payroll for January 1, 2022. There would then be an annual fee for preparation of T4/T4A Slips and summary of \$150 plus GST. This fee would not apply until Feb 2023 as the T4/T4A's will be released through Ceridian for the 2021 year. So in summary the costs would be:

- 1) One time set up fee: \$150.00 plus GST
- 2) Annual T4/T4A Preparation: \$150.00 plus GST

Regards,

Rose

Rosemary Tindill, CPA, CGA

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**Operating through Rosemary M Tindill Professional Corporation*



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From: Andrew Mills <yxd@yxd.ca>
Sent: October 12, 2021 4:25 PM
To: Rosemary Tindill <rtindill@tindillpro.com>
Subject: Quote for UCE Payroll

Looking for your quote for doing the payroll at UCE starting on January 1st 2022. Staff would be paid electronically using Telpay and you would provide monthly pay statements by email.

Report for the Board
Unitarian Church of Edmonton

Rev. Rosemary Morrison
For the month of October 2021

1. Worship and Rites of Passage

- Designed and led three services in October.
- Gordon Ritchie and I are having conversations about what a 'Church Service Leader' program could look like. We are thinking about having many folks take part in the worship service, therefore we need to do some training along with encouraging folks as they develop their skills.

2. Pastoral Care and Presence

- I am getting clearer about how the pastoral care system has been working. There were several opportunities this month again to engage at a deeper level with some of the folks I'm interviewing as part of the beginning stages of joining with the congregation.
- Stay tuned, but I believe that a team approach to pastoral care is important. Not to jump ahead, but I attended a plenary session the first week in November about training lay people in the congregation to be better equipped for doing pastoral care. There are different aspects of pastoral care. In pre and post COVID era, one aspect is putting on the tea after a funeral or memorial service – and this same team may look after the refreshments for other events. Also, these folks might provide meals for people needing a break due to difficulties in their lives. (this is part of what Gloria Krenbrenk is doing I think) Another level of care is visiting folks who may be lonely, shut in, or sick. This might take a small amount of training. The top level is visiting those in the hospital and the bereaved. Folks that do this type of visiting need to have some training. My hope is that once COVID is over, these trainings might begin. Once we have a team in place, Rev. Audrey can begin to enjoy her retirement. This will be a process and I'm not advocating for this to happen overnight.

3. Spiritual Development for Self and Others

- I don't have much to add here from last month, other than to say that I believe the time of meditation and centering during the Sunday service is well received and appreciated. I have had a few comments about how much it is benefiting some folks.
- I continue with my own spiritual practice and I had a session with my spiritual director on October 19th.

4. Social Justice in the Public Square

- I don't have anything to add here.

5. Administration

- I meet with Janet regularly and we are working closely together. I am pleased that she has applied for the benefits she is entitled to. I have gone over the evaluation system I use to help her feel comfortable having regular evaluations.
- There is some issues with communication – by this I mean sometimes she doesn't get the information she needs to do her job. We are working on setting up systems that will work better.
- Janet and I work closely together and I don't let any days go by without checking in with her even if I am away from the office.
- Work continues with the Human Resources committee to plan for the hiring of a new DRE. The job description is almost complete and I am very grateful to the amazing work of the three members of the HR Committee. (Update for November but a sneak peak here – the job description is complete and Janet has sent out the job posting far and wide.) Also, Marilyn Gaa kindly gave me the applications from the previous posting.
- When I met with the Governance Implementation Team, I was surprised to learn that the system set up now, may not actually be the system the board and congregation wishes to have moving into the future. Looking at my loose 'job description' called: 'Fulling the Call,' it is clear that the minister can be involved in multiple facets of the congregational systems. I am looking forward to figuring this out with the GIT and the board. Questions need to be asked about the role and authority of the minister, and the function of the (not yet conceived) mission and vision statements.

6. Serves the Larger Unitarian Universalist Faith

- Met with Wood Buffalo cluster on October 28th.
- Met with Interim Ministry colleagues in September (ARAOM working group)
- I meet monthly with my Preliminary Fellowship mentor (Joanne Giannino)

7. Leads the Faith into the Future

- I am hoping that we will become more active with the larger denomination, that our worship services will continue to function at the high level we are achieving, and that folks will begin to understand their place in the greater CUC and UUA traditions.
- Wouldn't it be great if we decided to provide some funding to help some folks go the General Assembly in Portland, Oregon next June?

General Comments for October, 2021

- I continue to meet with leaders of the congregation to understand the structure, history, vision of UCE. I'm a little concerned about the priorities I see that UCE is holding. I think there are at least two items that need to be addressed immediately.
1. I think your number one priority is putting up appropriate and professional signage to guide people to the front door. I wonder if we are unintentionally hiding from our neighbours. I'll say it again, this needs to happen right away.

2. Your second priority in my opinion is to address the fact that there isn't any funding for programming and speakers. If we wish to grow, we have to have programs to offer people, and if we decide we can't afford programs, we will not grow. A church is either growing or shrinking, there is no status quo in church life. We also need to be able to bring in professional speakers to our pulpit and pay them appropriately. Yes, we have good speakers in our congregation, however, we need to hear from others to challenge and inform us. A starting point would be for the church services committee to have at least \$1000.00 in the next year's budget, possibly increasing to \$2000.00 the following year to include bringing in professional musicians. I have more ideas, but I'll leave it at that.

